

**PINELLAS COUNTY LICENSE BOARD
FOR CHILDREN'S CENTERS & FAMILY DAY CARE HOMES**

**REGULAR MEETING
February 22, 2017 at 1:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family child care homes in Pinellas County.

I. Call to Order

- A. Announcements
- B. Approve Agenda

II. Consent Agenda

- A. Approval of Minutes from October 26, 2016

III. Action Items

- A. Accept Audit-Presented by Dana Powell of Law, Redd, Crona, & Munroe (see attached)
- B. Approval of MOU with the Office of Early Learning (see attached)
- C. Approval of Budget Amendment for current fiscal year (see attached)
- D. Accept Budget Amendment for Fiscal Year 2015-2016 (see attached)
- E. Approve licenses for 2 new Children's Centers
- F. Approve licenses for 4 new Family Child Care Homes

IV. Information Items

- A. Executive Director's Report – To be distributed
- B. Statistical Report regarding licensing activities
- C. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
 - 5. Closed Centers and Homes
- D. Monthly Financial Report

V. Public Comment

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

- VI. Next Meeting:** Wednesday April 26, 2017 @ 6:30
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771

VII. Adjournment

PUBLIC COMMENT POLICY (Revised 10/01/13)

1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:

1. If you wish to speak in front of the Board on either an agenda item or during the open agenda, you must fill out the Public Comment Card and provide it to the designated Board representative. If you do not wish to speak in front of the Board but wish to designate a representative to speak for you or indicate your support, opposition or neutrality on a proposition you must fill out the appropriate section of the Public Comment Card and provide it to the designated Board representative.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. If you are speaking as a representative of a group or faction, please state the group or faction on whose behalf you are speaking. Comments should be concise and to the point. Supporting documentation may be distributed to the Board. Documents will be filed with the minutes.
3. Individual speakers have up to three minutes.
4. A spokesperson representing a group or faction has up to 5 minutes. In addition to completing the Public Comment Card designating their representative and indicating their support, supporters may stand while the comment is being made.
5. Clapping, heckling, or verbal outbursts in support or opposition to a speaker's comments is discouraged.
6. Repetitious comment(s) are also discouraged. If a speaker is saying what you signed up to say, if you so wish, you may stand during their comment and then decline when your name is called to speak.

Public Comment for Agenda Items and Items not on the Agenda

- Prior to official action by the Board (except for ministerial acts or when the Board is acting in a quasi-judicial capacity) members of the public will be given opportunity to comment.
- In addition, the public will be given the opportunity to comment on items not on the Agenda during the Open Agenda portion of the meeting.

Note:

Comment to the Board does not constitute a formal complaint, is not considered a request for records under the Public Records Act, and does not require staff response unless directed to do so by Board.

2. Making a Presentation to the Board:

To make a presentation to the Board lasting longer than the allotted time for public comment on any matter, please contact the Child Care Licensing Program office at 727-507-4857 for an application. All applications must be submitted at least 10 days prior to the Board meeting at which the presentation would occur. Staff will determine whether to grant or deny the request, and will set the length of time allotted for the presentation.

3. Process for Decreasing or Increasing Licensing Regulations

Decreases:

- In the event the License Board determines it reasonable to decrease the requirements of any particular standard, it may do so by action of the Board only. However, state regulations (Chapters 65-C and 402) can only be decreased by the state not by county authority.

Increases:

- At a regular or special meeting, the Board will review the proposed increase for the first time. There should be a finding of necessity, not merely desirability. The Board will hear public comment according to the procedure above. Following the meeting if approved, the licensing program must notice the finding, and mail to all licensees the old standard, the proposed new standard, the reason for the change, and a hearing date.
- At the hearing, Board must give an opportunity for all affected persons to present their views. The Board will hear public comment according to the procedure above.
- The proposed new standard may not be considered (discussed) again by the Board until a meeting at least 90 days after the hearing, at which time, if approved by at least 5/7 of the Board, it shall be adopted. The Board will hear public comment according to the procedure above. During the 90-day period, written public comment may be received and will be forwarded to Board members; however, Board cannot discuss it until the final meeting.
- Any new standard must provide a reasonable effective date. The Pinellas County License Board must provide sufficient notification to providers and must establish a reasonable effective date.
- Substantive changes made during the Final Agency Action would necessitate a new Public Hearing.

4. Policy for Recording

Citizens desiring or requiring a verbatim transcript of the meeting, or needing a transcript for appeal, should, at their own expense, retain a certified court reporter to record the meeting, or the relevant portion of the meeting.

Citizens not needing a verbatim transcript or transcript for appeal may use silent, unobtrusive recording devices to record meetings.

Video cameras may be used to record meetings, but the cameras must be hand held. Tripods may be used only in the area(s) designated by staff. The designated tripod area will not impede ingress or egress, or the ability of attendees to see the meeting and will be adjusted according to known attendance.

Persons needing an accommodation may request it by calling the Executive Director's office at 727-507-4857 at least two business days prior to the Board meeting.

II. Consent Agenda- Approval of Minutes from October 26, 2016

**PINELLAS COUNTY LICENSE BOARD
FOR CHILDREN'S CENTERS & FAMILY DAY CARE HOMES**

**REGULAR MEETING
October 26, 2016 at 6:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL
Unapproved Minutes**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's Centers and family child care homes in Pinellas County.

The regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Wednesday October 26, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

Board Members Present: Vicki Conolly, Chairman; Celeste Fernandez, Pam Gebler, Shana Rafalski, Susan Rolston

Board Members Absent: Dorothy Duve', Commissioner Gerard

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Richard French

Advisory Members Absent: Ann Hofmeister, Amanda Neuner, Nina Meyers

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; and Kathi Merino, Administrative Secretary

I. Call to Order

A. Welcome and Announcements The PCLB Board Meeting was called to order at 6:35 PM

B. Approve Agenda

Motion: Susan Rolston made a motion to approve the Agenda, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

II. Consent Agenda- Approval of Minutes from July 27, 2016

Celeste Fernandez observed that she had been incorrectly quoted on Page 6 of the Minutes

from the July 27, 2016 meeting. Under the heading, B. Executive Director's Report, it had been noted that Ms. Fernandez had asked a question, but as she was not in attendance, it could not have been she who spoke. The Board agreed to amend the statement to read, "A Board member asked..." (the question).

Dr. Shana Rafalski also pointed out that on Page 6, her own name had been misspelled. It was agreed that the corrections would be made.

Motion: Pam Gebler made a motion to approve the Amended Minutes, Celeste Fernandez seconded the motion, and it passed unanimously.

III. Action Items

A. Approve Budget for new Fiscal year

Patsy Buker announced that there was a change in the Budget, in that the Juvenile Welfare Board had awarded PCLB with additional funds in recognition of the good advocacy that is being provided. The Board recognized how it is difficult to keep staff because of the pay rate and the absence of a raise in eight or nine years. Ms. Buker explained that JWB has agreed to a 3% increase of salary for the Licensing Specialists. It had to be presented to the Management group, as permission on a local level was necessary, and it was then presented to Tallahassee.

The increase is for the Licensing Specialists only, not for the support staff or supervisors, and Ms. Buker is waiting for the official word from Tallahassee before informing the Specialists about their increase, and asked members at the meeting not to extend congratulations to them yet, as it has not been finalized.

Ms. Buker explained that there are three positions open now. One Specialist retired, and the other two left for jobs with higher salaries.

It has been determined that the requirements must be raised for these positions, so now applicants must have a four year college degree as well as childcare experience.

Ms. Buker reported that the salary increases have been built into the proposed budget, and the remaining award amount from JWB will be used for health insurance costs. This is the single largest difference between this budget and last year's budget. For every cost we had, we recorded exact amounts spent, and we can expect to spend the same this year.

Vicky Conolly questioned the "Rent-Storage Space" line of the budget. Ms. Buker replied that the Health Department uses a storage space, and the Licensing Board stores some records with theirs. Susan Rolston and Colleen Flynn noted that it is an In-Kind exchange, and that we are not required to pay them monthly. Ms. Buker reported that we keep more current records in the Child Care Licensing file room, and we are preparing to scan these.

Celeste Fernandez asked if the Specialists without a four year degree would be grandfathered in, and asked if, even though there is a delay from Tallahassee, they would be getting retroactive pay from October 1st. Ms. Buker answered that they would be grandfathered in, and agreed that she would ask for retroactive pay for the Specialists. Susan Rolston suggested that if Ms. Buker asks and does not receive the retroactive pay, that she work with the contract manager at JWB to make it work.

Celeste Fernandez asked if it was possible to give the Support Staff, the lowest paid employees, a bonus. Colleen Flynn replied that State Law does not allow it.

Ms. Buker explained that Senior Clerks are the most common positions in the Health Department, and that if one department gave their Senior Clerks a raise, the other departments' Senior Clerks would want the same increase. She said that originally, when this additional money was introduced, she had wanted to share it from the lowest paid salary on up, but that the decision was not hers to make.

Lynn Bittner offered that when their employees with the City had already been given raises, they took part time positions, and made them full time, or created new positions, and other money went towards benefits packages. Patsy Buker replied that she would not be able to create a new position.

Susan Rolston recommended that we compare equivalent Pinellas positions to our licensing Specialists in order to determine any pay differences. Ms. Buker replied that Licensing had done this for their justification.

Vicky Conolly asked if DCF recommends the rate of pay for the Specialists. Ms. Buker explained that equivalent positions are looked at to see if an increased salary can be offered. The positions that were found to have higher salaries required Bachelor's Degrees. For this reason, the requirements for our open positions have been changed.

Motion: Susan Rolston made a motion to approve the budget, Celeste Fernandez seconded it, and the motion passed unanimously.

B. Approve dates for 2017 PCLB meetings

2/22/17 1:30

4/26/17 6:30

7/26/17 1:30

9/27/17 6:30

12/6/17 1:30

Patsy Buker explained that the Pinellas County License Board must meet at least once per quarter, and that when a license is approved, that becomes their approval date. Therefore, if we always meet during the same months, those months would become too full with renewals for the Specialists. For Audit purposes, we always meet in January or February so that the audit can be presented. An extra meeting date was added to avoid having a long stretch between meetings, and this keeps providers who are granted a temporary permit from having to wait more than one year before becoming fully licensed.

It was noted that the next meeting date will be February 22, 2017 at 1:30 PM, not January, as it is noted on the front page of the Agenda.

Pam Gebler said she would be unable to attend the July meeting as she is unable to get a substitute during summer months. Susan Rolston added that since July is typically a vacation month, it might be difficult for some others to attend. It was decided to switch the times of the July and September meetings.

The new meeting dates and times for 2017 are as follows:

2/22/17 @ 1:30 PM
4/26/17 @ 6:30 PM
7/26/17 @ 6:30 PM
9/27/17 @ 1:30 PM
12/6/17 @ 1:30 PM

Motion: Dr. Shana Rafalski motioned to approve the amended dates for the 2017 PCLB Board Meetings. Pam Gebler seconded the motion, and it passed unanimously.

C. Approve licenses for 3 new Children's Centers

Jorie Massarsky reported that the first of the three Centers was formerly a home provider that opened a preschool and has done very well on their inspections. The other two Centers went through changes of ownership, and have done very well on their inspections, as well. She asked for the approval for full licensure on all three Centers.

Motion: Susan Rolston made a motion to approve the licensure of the three Centers. Dr. Shana Rafalski seconded the motion, and it passed unanimously.

D. Approve licenses for 3 new Family Child Care Homes

Julie Oliver shared that Deneathia Smith had 100% compliant inspections for all three of her inspections, and that the other two providers, Anderson Yearwood and Deloris Morgan had only minor paperwork non-compliances. Ms. Oliver stated that she felt confident in recommending these providers for full licensure.

Susan Rolston asked where these homes are located in St. Petersburg. Ms. Oliver replied that she didn't have their addresses on hand. Patsy Buker asked if it would be useful to have that information in the Agenda. It was agreed that it would be useful, and Ms. Oliver agreed that the addresses could be included.

Motion: Celeste Fernandez motioned to approve the three Family Child Care Homes for full licensure, Pam Gebler seconded the motion, and it passed unanimously.

IV. Information Items

A. Executive Director's Report

Patsy Buker reported that in Tallahassee it is being questioned as to why the Department of Health is paying for our outside legal services, but, she noted, that Licensing is not the Health Department-that it operates under an Inter-local Agreement. She explained that the Health Department is our fiscal agent, and our bills get sent through them. Ms. Buker said that information they were seeking has been presented to them, and they have agreed to pay for our legal services. However, they are now questioning where the License Board obtained the authority to do inspections and give licenses.

Vicky Conolly asked if there was an original Inter-local agreement. Ms. Buker replied that there was, but that when the Licensing Board moved to this Health Department, it was directed by Dr. Claude Dharamraj to do so, and permission had not been received from the State.

Richard French explained that it was a move by the legislature to move Environmental Services to DCF, but that they could not handle all of the health inspections as well as the licensing inspections.

He stated that in other counties, Day Cares lost their FDA funding for food programs. It was decided by the legislature in 2007 that DCF would contract with the Health Department to do those inspections. The legislature was supposed to go back and redo the law so that it was two separate agencies taking care of these inspections, but this never happened.

Ms. Buker reported that Dr. Choe has assigned a Department of Health attorney to work on getting this all straightened out.

Susan Rolston pointed out that because the Board is not meeting until February, perhaps they would want to set up a conference call. Colleen Flynn replied that they are not allowed to have a conference call. She stated that Ms. Buker could send out an email, but they could not "reply all" when responding, and it might be preferred that they call her instead of sending an email. She also suggested that a Special Meeting could be held.

Ms. Buker said that hopefully next week she would have good news to report.

B. Statistical Report regarding licensing activities

Ms. Buker stated that there is nothing very remarkable in this report, but we are losing Day Care homes, and this is unfortunate.

Vicki Conolly asked if more Centers are opening for infants and one year olds to compensate for the closing Homes. Jorie Massarsky replied yes, because a year ago there were 120 Infant Centers, and now there are 132.

Davee Henderlong offered that a reason for Homes closing is that it is easier for a family to put all of its kids together in one Center. Ms. Massarsky stated that prior to 1987, Centers could not take children under the age of one.

Patsy Buker stated that spaces for infants are highest in demand.

C. Compliance Reports

1. Children's Centers Fine Report

Patsy Buker reported that we are still seeing children left alone on the premises, and these are serious violations.

2. Family Child Care Homes Fine Report

Ms. Buker shared that Julie Oliver states that the number of complaints for Homes is very low. Pam Gebler said that many Homes are working with the Association, and that this is helping with that. Patsy Buker also shared that Licensing goes to give trainings to the Association whenever possible.

3. 100 Percent Compliant Inspections in Children's Centers

Vicky Conolly asked if Licensing still sends out a newsletter, saying it would be nice to share accomplishments and congratulations. Ms. Oliver explained that a problem we are finding in Homes is that not every provider has a computer, although it has been discussed in trainings that everyone needs access to a computer, printer, and fax machine to run a business.

4. 100 Percent Compliant Inspections in Family Child Care Homes

5. Closed Centers and Homes

Susan Rolston asked about the Boys and Girls Club at Chi Chi's closing. Ms. Massarsky reported that low enrollment was the cause for their closing. She explained that the City of Dunedin doesn't have a Summer program because they do their own program. The YMCA steps in and does it at schools with Summerbridge.

Pam Gebler questioned why Homes are closing. Julie Oliver replied that the reasons vary from retirement, moving to a different area, low enrollment, and accepting another job. Ms. Gebler asked if we would be able to see if they were struggling with non-compliances, and if this might be their reason for closing. She also wondered if any of the Homes state they are closing because of ratios, and not being able to make enough money due to the ratios that are required. Ms. Oliver stated that none of them have reported this to be a reason for their closing. Ms. Buker offered that an exit survey is done with closing Homes, and these questions are asked so that we can determine if we are doing the best we can for them.

Ms. Massarsky added that in July everyone had to begin a rescreening process, and a couple of closures may have been due to that.

Julie Oliver shared that there are three new providers that are getting ready to open their Homes.

D. Monthly Financial Report

Patsy Buker reported that we spent all of the money in our budget, and that we had lapsed funds for salaries. Vicky Conolly questioned if we lose the funds that are not spent on salaries. Ms. Buker answered that we don't lose the funds. We put them in another category where we can use them.

V. Public Comment

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

VI. Next Meeting: Wednesday, February 22, 2017 at 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771

VII. Adjournment

Vicky Conolly called for the meeting to be adjourned at 7:44 PM.
Pam Gebler motioned to adjourn, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

Respectfully Submitted:

Celeste Fernandez, Secretary

III. Action Items

- A. Accept Audit-Presented by Dana Powell of Law, Redd, Crona, & Munroe (see attached)
- B. Approval of MOU with the Office of Early Learning
- C. Approval of Budget Amendment for current fiscal year
- D. Accept Budget Amendment for Fiscal Year 2015-2016
- E. Approve licenses for 2 new Children’s Centers

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Bumble Bee Club Learning Center	1807 S. Highland Avenue Clearwater 33756	Bumblebee Club LLC	Day Nursery	80 with 20 Infants	1 Year through 6 Years and School Age*
Happy Corner Academy	2201 Curtis Drive South Clearwater 33764	Happy Corner Academy LLC	Day Nursery	16 with 4 Infants	1 Year through 6 Years and School Age*

- F. Approve licenses for 4 new Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Quetzali Ruiz	1535 Clark Street Clearwater, 33755	8
LaQuetta Roberts	4035 12 th Avenue S. St. Petersburg, 33711	8
Christina Elaine Jackson	4408 59 th Avenue N. St. Petersburg, 33714	8
Mary Cabarris	4601 18 th Avenue S. St. Petersburg, 33711	8

IV. INFORMATION ITEMS

A. Executive Director's Report- To be distributed

B. Statistical Report for January 2017

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	329	2275	21	251	253	22395	115	17776	4	272	21	999
1. Temporary Permits 1st Time TP	2	24	0	0	1	70						
2. Capacity Change - current licenses New capacity began	1	9	-1	-12		-25						
3. Closed - # with capacity	-3	-14			2	-116						
4. Corrections - from previous reports Explain below*												
Total Capacity	329	2294	20	239	252	22324	115	17776	4	272	21	999

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
Total Number	349	329	20	392	133	
Total Capacity	2533	2294	239	41371	3115	

1. Licensing						
a. Pre-licensing inspections	3			2		
b. - e. Inspections/ Re-checks	60			73		
f. TA/Consultation	4			13		
g. Unlicensed care investigations	2			0		
h. Children's Records (only)				4		
i. Renewal licenses issued	32			32		
2. Enforcement						
a. Complaints	8			14		
b. Fines administered	2			12		
c. Conferences	0			0		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	0			2		
b. Number of hours	0			5		
4. Training Taken						
a. Number of trainings	0			1		
b. Number of hours	0			1.5		
5. Health Inspections						
a. Food				67		

C. Compliance Reports
 1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
LSF - Clearwater	2	Personnel- AGMC signed after start date	10/5/2016	\$50.00	\$50.00	10/27/2016
Kinder Care 216	3	Personnel- Literacy not completed timely	10/6/2016	\$25.00	\$ 25.00	10/31/2016
	3	Chr- 3 records with incomplete information	10/6/2016	\$25.00	\$ 25.00	10/31/2016
	3	Chr-Influenza information not given in August or September	10/6/2016	\$25.00	\$ 25.00	10/31/2016
Clearwater CLC	2	Daily Attendance - inaccurate recording	10/6/2016	\$50.00	\$ 50.00	10/26/2016
	3	Chr- missing Immunization Record	10/6/2016	\$25.00	\$ 25.00	10/26/2016
LSF, Inc. Dunedin	3	Chr- expired Immunization Record	10/11/2016	\$25.00	\$25.00	10/26/2016
	3	Chr- incomplete enrollment form	10/11/2016	\$30.00	\$30.00	10/26/2016
Kinder Care 885	2	Personnel-2 year employment history check not completed	10/11/2016	\$60.00	\$60.00	10/27/2016
	2	Personnel-AGMC not complete	10/11/2016	\$50.00	\$50.00	10/27/2016
	2	Outdoor equipment broken	10/11/2016	\$50.00	\$50.00	10/27/2016
	2	Transportation-Driver's log not completed properly	10/11/2016	\$50.00	\$50.00	10/27/2016
YMCA-Cypress Woods	2	No current approve fire inspection	10/14/2016	\$50.00	\$50.00	11/9/2016
LSF - Tarpon Center	3	Personnel-expired Acknowledgement Form	10/14/2016	\$25.00	\$50.00	11/2/2016
Keswick Kids Inc.	3	Personnel-Early literacy not done timely	10/17/2016	\$30.00	\$ 30.00	10/27/2016

Our Lady Of Lourdes ECP	2	Personnel-local not completed on or before date of hire	10/18/2016	\$50.00	\$ 50.00	11/4/2016
	2	Personnel-no 5 year employment history check completed	10/18/2016	\$50.00	\$ 50.00	11/4/2016
Tutor Time	2	Supervision-2 children were dropped off at an elementary school without adequate supervision	10/14/2016	\$50.00	\$ 50.00	10/19/2016
R'Club Eisenhower	3	Chr-incomplete enrollment forms	10/17/2016	\$25.00	\$25.00	11/9/2016
Saint Petersburg Christian Preschool	2	Personnel-Level 2 screening documentation missing	10/21/2016	\$50.00	\$50.00	11/1/2016
Youth Enrichment Program-Wildwood	3	Personnel: expired Acknowledgement Forms	10/24/2016	\$25.00	\$25.00	11/9/2016
Happy Workers Learning Center	2	Supervision-a 2 year old child was left outside his classroom	10/26/2016	\$75.00	\$75.00	11/8/2016
Happy Workers Learning Center	2	Daily Attendance - inaccurate recording	10/26/2016	\$50.00	\$50.00	11/8/2016
Happy Workers Learning Center	2	Daily Attendance-transitions not done	10/26/2016	\$50.00	\$50.00	11/8/2016
First Step CC	2	Daily Attendance-transitions not done	11/2/2016	\$50.00	\$50.00	11/2/2016
First Step CC	2	Adult-child ratio not maintained	11/2/2016	\$50.00	\$50.00	11/2/2016
YMCA-Cypress Woods	3	Chr-Flu brochure not distributed in August or September	11/4/2016	\$25.00	\$25.00	11/28/2016
Lutheran Church of the Cross Day School	2	Personnel - late 5 year local	11/7/2016	\$60.00	\$60.00	11/21/2016
Montessori at Sylvan Abbey	3	Chr-expired immunization records	11/7/2016	\$25.00	\$25.00	12/30/2016
YMCA-Gulf Beaches	2	Attendance-closing log not completed	11/9/2016	\$60.00	\$60.00	11/21/2016

Camelot School	3	Chr-missing or expired DH 680s	11/15/2016	\$25.00	\$25.00	11/21/2016
Camelot School	2	Daily Attendance-transitions not done	11/15/2016	\$50.00	\$50.00	11/21/2016
Academy of Learning	2	Inappropriate Discipline	11/17/2016	\$50.00	\$50.00	11/28/2016
YMCA-Curtis	2	Adult-child ratio not maintained	11/17/2016	\$60.00	\$60.00	11/28/2019
St. Petersburg Pediatric Day School-Pinellas Park	3	Chr-Flu brochure not distributed in August or September	11/17/2016	\$25.00	\$ 25.00	11/30/2016
St. Petersburg Pediatric Day School-Pinellas Park	3	Chr-incomplete enrollment forms	11/17/2016	\$25.00	\$ 25.00	11/30/2016
St. Petersburg Pediatric Day School-Pinellas Park	3	Diapering pad not impermeable	11/17/2016	\$30.00	\$ 30.00	11/30/2016
St. Petersburg Pediatric Day School-Pinellas Park	3	Chr-expired immunization records	11/21/2016	\$25.00	\$ 25.00	11/30/2016
Celebrity Kids Club of Pinellas	2	Outdoor equipment broken	11/21/2016	\$60.00	\$ 60.00	11/28/2016
Walsingham Wee School	2	Daily Attendance-Closing log not completed	11/21/2016	\$50.00	\$50.00	12/6/2016
Happy Workers Learning Center	2	Personnel-local not completed on or before date of hire	11/29/2016	\$50.00	\$ 50.00	12/20/2016
Happy Workers Learning Center	3	Personnel-expired Acknowledgement Form	11/29/2016	\$25.00	\$ 25.00	12/20/2016
St. Patrick's Catholic School	2	Personnel-5 year rescreen not done timely	12/6/2016	\$50.00	\$ 50.00	1/20/2017
The Nicholas Vosotos Kimberly Home Child Care Center	2	Daily Attendance - inaccurate recording	12/6/2016	\$50.00	\$ 50.00	12/13/2016

St. Paul's Children's Center	2	Toxics-harmful items accessible to children	12/9/2016	\$50.00	\$ 50.00	12/27/2016
YMCA-Azalea	1S	Supervision-A child left the premises without staff awareness	12/12/2016	\$500.00	\$ 500.00	12/22/2016
Belcher Academy	2	Daily Attendance-transitions not done	12/8/2016	\$50.00	\$ 50.00	12/22/2016
YMCA-Ozona	3	Personnel: 40 clock hour training not started timely	12/12/2016	\$25.00	\$25.00	12/23/2016
Grace Children's Center	2	Personnel: employment history check not on file prior to employment	12/14/2016	\$50.00	\$50.00	12/20/2016
Largo Country School	2	Personnel: AGMC signed incorrectly	12/21/2016	\$50.00	\$50.00	1/3/2017
First Step CC	2	Personnel: 5 year background screening not completed timely	12/29/2016	\$50.00	\$50.00	12/29/2016
Powell Child Care and Learning Center	2	Daily Attendance-inaccurate recording	1/4/2017	\$60.00	\$60.00	1/9/2017
Powell Child Care and Learning Center	2	Personnel-5 year local background screening not completed timely	1/4/2017	\$50.00	\$50.00	1/9/2017
R'Club ELA @ ASI	2	Daily Attendance-inaccurate recording	1/9/2017	\$50.00	\$50.00	1/13/2017
Seasons of Care	3	Chr-incomplete enrollment form	1/10/2017	\$25.00	\$25.00	1/26/2017
Happy Workers Learning Center	2	Daily Attendance-inaccurate recording	1/10/2017	\$50.00	\$50.00	2/1/2017
Happy Workers Learning Center	3	Personnel: annual Acknowledgement forms expired	1/10/2017	\$30.00	\$30.00	2/1/2017
Tot Tenders Learning Center	3	Personnel: annual Acknowledgement forms expired	1/12/2017	\$25.00	\$25.00	1/25/2017
UMCM McCabe	3	Chr-incomplete enrollment form	1/20/2017	\$25.00	\$25.00	2/16/2017
UMCM McCabe	2	Personnel: no employment history check completed prior to hire	1/20/2017	\$50.00	\$50.00	2/16/2017

YMCA-Oakhurst	2	Supervision: Adult/child ratio was not met	1/25/2017	\$50.00	\$50.00	2/14/2017
North Bay Christian Church Academy	2	Outdoor equipment was not in good repair	1/24/2017	\$50.00	\$50.00	2/14/2017
Son Kissed	3	Chr-incomplete enrollment form	1/30/2017	\$25.00	\$25.00	1/30/2017

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Wright, Pamela	2	Daily Attendance: The daily attendance record for the day of the inspection did not include all children who were present.	9/16/2016	\$50	\$50	10/27/2016
Jenezon, Michelle	2	Hazardous Products/Surfaces: Licensing Specialist observed unsafe storage of materials dangerous to children.	10/21/2016	\$50	\$50	10/31/2016
Campbell, Alissa	2	Hazardous Products/Surfaces: Licensing Specialist observed unsafe storage of materials dangerous to children.	10/21/2016	\$50	\$50	11/1/2016
Chance, Corneathea	2	Daily Attendance: the daily attendance record was incomplete in that two children that were present were not marked in attendance.	10/24/2016	\$50	\$50	11/22/2016
Powell, Frances	3	Emergency Medical Release: There was no notarized Emergency Medical Release form for one child.	11/4/2016	\$25	\$25	11/17/2016
Bowman, Martha	2	Hazardous Products/Surfaces: Licensing Specialist observed unsafe storage of materials dangerous to children.	11/9/2016	\$50	\$50	11/10/2016
Givens, Dolores	2	Hazardous Products: Licensing Specialist observed Lysol and laundry detergent within reach of children, also	11/18/2016	\$50	\$50	12/27/2016

		observed toothpaste in the medicine cabinet in the bathroom.				
Days, Colleen	2	Outdoor Play Space: The fence is not sturdy/secure and has gaps that could allow a child to exit from the outdoor play area in that there were missing slats.	11/21/2016	\$50	\$50	12/6/2016
Ryan, Linda	2	Physical Plant (Safety Plugs): During the 11/21/16 inspection it was observed that there was no safety plugs in an unused electrical outlet.	12/1/2016	\$50	\$50	12/13/2016
McTier, Yvonne	2	Physical Plant (Toxics): Unsafe storage of material dangerous to children.	12/21/2016	\$50	\$50	2/3/2017
McTier, Yvonne	2	Fire Drills: Though fire drills were conducted a written record of fire drills was not recorded.	12/21/2016	\$50	\$50	2/3/2017
Ware, Lishelia	2	Daily Attendance: the daily attendance record was incomplete in that there were 5 children in care and only 4 children were marked as present.	12/27/2016	\$50	\$50	1/10/2017
Ware, Lishelia	2	Fire Drills: Though fire drills were conducted, a written record of fire drills was not recorded.	12/27/2016	\$50	\$50	1/10/2017
Tamayo, Odalis	2	Capacity: on 1-17-17 there were 4 children under 18 months in care. This is the 2nd time this standard is violated. The 1st time was 6-1-16.	1/24/2017	\$50	\$50	1/26/2017
Barcenas, Dario	2	Facility Records (Enrollment form): One child in care did not have an enrollment form.	1/31/2017	\$50	\$50	2/9/2017

3. 100% Compliant Inspections in Children's Centers

October	November	December	January
R'Club Breeden	HEP Learning Center	Kinder Care 531	Living Love ECC
ABC Kids	R'Club Kings Hwy.	City of Gulfport Rec	Ivy Prep
LSF Friendship	Ponce De Leon B/A	Temple Beth El	iDiscover
St. Cecilia's	Safety Harbor Montessori	The Sprout - St. Pete	The Learning Tree
R'Club Gateway	Espiritu Santo Catholic School	R'Club Fairmount Park	Walter Fuller Rec Center
Cornerstone Preschool	Pasadena Community Church P/S	R'Club ELA 28th Street	Plato Academy St Pete
The Growing Place	R'Club Gulfport	R'Club Nina Harris	Willis S. Johns Rec
Guardian Angel	Starling #1	PCC Christian Playgroup	YMCA-Orange Grove
YMCA-Oldsmar	Plato Academy Pinellas Park	R'Club Blanton	St. Jerome
Southside Parent/Child	Campbell Park Rec Center	Brilliant Little Minds	Kinder Care 1037
Alegria Lakewood	R'Club Bay Vista	R'Club Midtown Acad.	Academy of Learning
R'Club Lakeview	R'Club Pasadena	Discovery LC	Country Learning Acad.
LSF Good Samaritan	Bay Vista Learning Center	Faith Community P/S	Learning Adventures
Admiral Farragut	R'Club ELA Whitney	Seminole UMA	Gingerbread Carillon
R'Club Seminole	Madeira Beach Rec Center	Gingerbread Bardmoor	Plato Academy Tarpon
Anona CDC	Plato Academy Clearwater	YMCA-Lake St. George	
Aldersgate	Cornerstone Christian Preschool	Rosie's II	
Plato Academy Seminole	YMCA-North Shore	YMCA-Sunset Hills	
R'Club Sutherland			
Tampa Bay Turners			
Rosie's III			

4. 100% Compliant Inspections in Family Child Care Homes

October	November	December	January
Kathleen Buckins	Carolyn Johnson	Angela Pettit	Shirley Bauknight
Sharleen Gamble	Mary Kelley	Neshia Cohen	Tiffany Bell
Barbara Lambert	Christine F. Phillips	Lucile Jerger	Jeanette Mann
Anita Seay	Peggy Robinson	Ruby Martin	Deneathia Smith
Tamsen Baker	Verda Davis	Andie McLaren-Bell	Loretta Davis
Rosa Levy-R	Judy Drayton	Maxine Williams-Salter	Jacqueline McCollom
Victoria Shook	Shrieka Hollis	Cora Heard	Janice Walton
Stephanie Meacham	Yvonne Martin	Mary Cabarris	Maria & Micheal LeGare
Cynthia Poust	Cynthia Sumter	LaQuente Roberts	Betty Butler
Dawn Porecelli	Tobey Cline	Jeanie Runkle	Lori Gavitt
Filma Wallace	Julie Tokotch	Mary Kasper	Stacie Johnson
Jackie Morris	Julie Diersing	Latashia Flemmings	Andrea Pena
Irene Wilson Giroir	Cynthia Rooks	Karen Cuatt	Althea Neath
Dorene Baker	Myriam Christianson	Donna Owens	Mattie Morgan
Stephanie Singletary	Lynda Johnson	Sabrina Cromartie	Claudia Cuervo
Lisa Marie Isabelle	DaeAnn Ryder	Donna Johnson	Betty Hale
Teena Batten	June Moody	Felicia Mills	Vickie Lawrie
Heather Legere	Sarah Raiola	Carrie Gonzalez	Kay Chinka
Veronica Mack	Margaret Pearce	Terri Brown	Vanessa Olden
Kathleen Schmitt	Merlita Jones	Christina Jackson	Ariana Poloska
Natalie Vormawald	Tanya Knighton	Debra Lewis	Deborah Hamilton
Teresa Feight	Ulrika Rosengren	Anna Denise Precourt	Tracey Wardell
Maria Leon	Shellia Jackson Jones	Gitjana Gjyshi	Shirley Williams
Carmelita Motta	Susan Daniels	Patricia Jones	Hania Lux
LaFonte Hunter-Davis	Teresa Koppie	Juleana Francis	Joanne Grenesko
Victoria Talbot	DaVee Henderlong	Deborah Fleck	Marlin DiPipi
Claire Burns	Mimoza Mano	Patsy McConnell	Andrea Gast
Diane DeLaCruz	Karen Eidys	Maria Ojeda	Heidi Buck
Evelyn Kendrick		Doris Bostick	Lois Metz
		Stacie Haggerty	Kathleen Pero
		Paraskevi Kolovos	Linda Marchica
		Tamara Beard-Ball	Susan Fernandez
		Jennette Cheesebrew	Aida Diaz
		Waleska Jimenez	Diana Duke
		Laura Karlhofer	Claudia Craft
		Donna Lindsey	
		Candy Merrell	
		Amanda Neuner	
		Dijana Memic	
		Cathleen Schmidt	
		Laurie Murphy	
		Odalis Tamayo	
		Luisa Collins	
		Quetzali Ruiz	
		Dorothy Jenkins	
		Diane Pinta	
		Lori Wells	

5. Closed Centers and Homes

Closed Centers for October, November, and December 2016, January 2017

Provider	October	Reason
Learning Adventures Preschool of St. Petersburg		Change of ownership
Ocean Park Preschool		Change of ownership
	November	
None		
	December	
Time to Rhyme Learning Academy		Operator decision
	January	
World Changers		Operator decision
Little People's Place		Change of ownership

Closed Homes for October, November, December 2016, January 2017

Provider	October	Reason
Lawson, Vanessa		Did not meet screening requirements by renewal
Moreland, Roberta		Moved
Bethune, Angelena		Operator decision
Santiago, Patricia		Provider disqualified
	November	
Pruitt, Mary		Retired
Stover, Jody		Moved, will reopen
Sherrod, La Quinda		Operator decision
Skubal, Sharon		Operator decision
	December	
Martinez, Antonia		Did not meet screening requirements by renewal
Hicks, Gayla		Retired
Bolds, Morer		Retired
Johnson, Yolanda		Moved, reopened
Lamar, Suhvanna		Operator decision
	January	
Hollis, Shrieka		Moved, reopened

D. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/16 - 09/30/17 (FY1617)

ALL FUND SUMMARY-PROPOSED

ACCOUNT	ANNUAL		NOVEMBER	DECEMBER	JANUARY	SPENT	AVAILABLE	%	PROJECTED	ADD EXPENSES
	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	1/31/2017	BALANCE	SPENT	and SPENT	Lapse Factor
									BALANCE	as of 1/31/17
TOTAL SALARIES	576,887	31,540.78	39,556.45	37,343.32	38,956.71	147,397.26	429,489.74	25.55%	543,528.86	<u>\$</u> 33,358.15
FICA/MEDICARE	44,132	2,412.85	3,026.06	2,856.77	2,980.20	11,275.88	32,855.98	25.55%	42,109.42	\$ 2,022.43
RETIREMENT	43,382	2,371.88	2,974.65	2,808.23	2,929.55	11,084.31	32,297.59	25.55%	40,870.32	\$ 2,511.58
HEALTH/LIFE/DIS	242,990	12,488.43	17,868.59	19,579.20	20,054.78	69,991.00	172,999.16	28.80%	217,380.05	\$ 25,610.11
TOTAL FRINGE BENEFITS	330,504	17,273.19	23,869.30	25,244.20	25,964.53	92,351.19	238,152.73	27.94%	238,152.45	<u>\$</u> 30,144.13
TOTAL SALARY AND BENEFITS	907,391	48,813.97	63,425.75	62,587.52	64,921.24	239,748.45	667,642.47	26.42%	781,681.30	<u>\$</u> 63,502.24
TELEPHONE	1,736	144.36	0.00	140.40	140.40	425.16	1,310.84	24.49%	425.16	\$ 1,310.84
CELLULAR PHONES	663	45.81	0.00	45.47	87.11	178.39	484.61	26.91%	178.39	\$ 484.61
AIR CARDS	4,326	0.00	0.00	0.00	488.95	488.95	3,837.05	11.30%	488.95	\$ 3,837.05
POSTAGE	3,950	0.00	0.00	59.00	0.00	59.00	3,891.00	1.49%	59.00	\$ 3,891.00
PRINTING	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%	0.00	\$ 4,000.00
TRAVEL	18,708	0.00	1,055.07	1,079.97	1,213.93	3,348.97	15,359.03	17.90%	3,348.97	\$ 15,359.03
EDUCATIONAL MATERIALS	1,015	0.00	0.00	0.00	0.00	0.00	1,015.00	0.00%	0.00	\$ 1,015.00
OFFICE SUPPLIES	6,276	806.04	807.92	1,019.92	1,135.70	3,769.58	2,506.42	60.06%	3,769.58	\$ 2,506.42
INFO. TECHNOLOGY	4,145	25.00	25.00	25.00	275.00	350.00	3,795.00	8.44%	350.00	\$ 3,795.00
RENT- STORAGE SPACE	25,056	0.00	0.00	0.00	0.00	0.00	25,056.00	0.00%	0.00	\$ 25,056.00

RENT- EQUIPMENT (COPIER)	1,862	0.00	0.00	129.81	564.26	694.07	1,167.93	37.28%	694.07	\$ 1,167.93
SUBSCRIPTIONS/DUES	175	175.00	0.00	0.00	0.00	175.00	0.00	100.00%	175.00	\$ -
CONTRACTUAL- Audit	19,000	0.00	0.00	0.00	0.00	0.00	19,000.00	0.00%	0.00	\$ 19,000.00
CONTRACTUAL- Legal Fees	24,849	0.00	0.00	1,806.00	63.00	1,869.00	22,980.00	7.52%	1,869.00	\$ 22,980.00
CONTRACTUAL- Advertising	650	108.25	0.00	0.00	0.00	108.25	541.75	16.65%	108.25	\$ 541.75
CONTRACTUAL- Janitorial	5,017	29.69	0.00	670.59	252.59	952.87	4,064.13	18.99%	952.87	\$ 4,064.13
UTILITIES	13,213	987.09	1.32	918.66	1,574.29	3,481.36	9,731.64	26.35%	3,481.36	\$ 9,731.64
FINGERPRINT	116	0.00	0.00	0.00	72.00	72.00	44.00	62.07%	72.00	\$ 44.00
HR ASSESSMENT FEE	4,502	1,028.00	0.00	0.00	665.25	1,693.25	2,808.75	37.61%	1,693.25	\$ 2,808.75
MISCELLANEOUS	0	0.00	0.00	0.00	362.75	362.75	(362.75)	#DIV/0!	362.75	\$ (362.75)
TOTAL OPERATING	139,259	3,349.24	1,889.31	5,894.82	6,895.23	18,028.60	121,230.40	12.95%	18,028.60	\$ 121,230.40
ADMIN. COST- FDOH In-Kind	153,850	7,607.46	10,367.08	10,515.57	10,839.54	28,490.11	125,359.89	18.52%	141,492.79	\$ 12,357.21
ADMIN. COST JWB 17%	83,524	5,162.27	6,225.10	5,857.33	6,143.85	17,244.70	66,279.30	20.65%	79,268.49	\$ 4,255.51
TOTAL ADMIN. COST	237,374	12,769.73	16,592.18	16,372.90	16,983.40	45,734.81	191,639.19	19.27%	220,761.28	\$ 16,612.72
ALL FUND TOTAL EXPENSES	1,284,024	64,932.94	81,907.24	84,855.24	88,799.87	303,511.86	980,512.06	23.64%	1,020,471.18	\$ 201,345.36
REVENUE SOURCES (Received)										
JWB	595,286	37,059.92	43,384.43	41,876.63	44,438.22	122,320.98	472,965.02	20.55%	551,344.65	\$ 43,941.35
DCF	282,122	23,510.16	23,510.16	23,510.16	23,510.16	70,530.48	211,591.52	25.00%	282,121.92	\$ 0.08
FDOH	92,945	2,895.92	4,307.02	6,276.96	6,314.59	13,479.90	79,465.10	14.50%	55,218.22	\$ 37,726.78
FDOH In-Kind	178,906	7,607.46	10,367.08	10,515.56	10,839.54	28,490.10	150,415.90	15.92%	141,492.79	\$ 37,413.21
LB FEES & FINES	102,963	7,700.00	6,940.00	13,214.00	5,389.00	27,854.00	75,109.00	27.05%	33,243.00	\$ 69,720.00
FUND BALANCE	31,804	310.05	1,587.13	2,421.13	3,252.22	4,318.31	27,485.69	13.58%	20,806.88	\$ 10,997.12
ALL FUND TOTAL REVENUE	1,284,026	79,083.51	90,095.82	97,814.44	93,743.74	266,993.77	1,017,032.23	20.79%	1,084,227.46	\$ 199,798.54

V. Public Comment

VI. Next Meeting: Wednesday April 26, 2017 @ 6:30 PM
Mid County DOH offices:
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment